

**Liberty Lake Municipal Library Board of Trustees**  
**Meeting Minutes**  
**6 January 2011**

The meeting was called to order at 6:35 p.m. by President Jon Seubert. Present were Bob Gamble, Linda Dockrey, John Loucks, Mary Ellen Steen and Pamela Mogen, Library Director.

There were no public comments.

**Approval of Agenda:** The agenda was approved unanimously on a motion by Linda and a second by John.

**Approval of Minutes:** Linda moved, and Bob seconded, that the December minutes be approved as read. Motion passed unanimously.

In the absence of the Mayor, there were no Mayor's Comments. City Planner, Doug Smith, was also absent, so there was no City Report.

**Library Report:**

a. Pamela presented the Board with the December monthly report which showed both circulation and patron visits were down from 2009 numbers. We speculated on possible reasons why: Fewer programs during the month? Fewer children visiting over the Christmas break? More snow? On a brighter note, Pamela also gave out a report generated by the Integrated Library System, which shows yearly visitation/circulation figures that indicated 2010 as a whole was up in numbers from 2009.

b. The Library staff provided a large percentage of the support for the Community Tree Lighting, which was very successful. The visibility of the staff at such an affair works well to promote the Library.

c. As far as future programming is concerned, there is something scheduled almost every day in the Library in the foreseeable future, including a new 3-to 5-year-old math and science readiness program.

d. Pamela is working on the current newsletter, which will be sent out soon electronically.

e. Pamela brought up our desire to get some kind of definition of the Board's responsibilities, as outlined by law, from the City Attorney. Mary Ellen reported that she had spoken to the attorney, who had indicated that it would be easier for him to respond to specific questions regarding Board duties. John suggested checking with attorneys who represent the Washington State Library and/or the Washington Library Association for guidance and case law precedents to aid us. We will also address putting together a list of questions for the Liberty Lake attorney at the Library retreat, scheduled for next month.

**FOLLML Report:** Linda reported that the Friends are updating their website. They are also working on their by-laws and Articles of Incorporation, with a goal of having them finished for the yearly annual meeting, scheduled for February 22<sup>nd</sup>. They are looking for a larger storage unit and plan to pay about \$50/month for it; one of the Friend's member's sons runs a storage unit and may be able to supply one gratis once one becomes available. The Friends worked at the Christmas Lighting as well and were pleased with the exposure they received. April 16<sup>th</sup> is the tentative date for the Spring Tea; the location will likely be at the Mormon church once again. They are also looking for additional ways to raise

money: a golf scramble, putt putt golf and a wine & cheese party were ideas discussed. As for book sales, they are still considering Better World Books to sell their books on Amazon, and they intend to start in February their “genre cart” to promote books of different genre each month. The suggestion was made that, if the Friends need helping hands for their projects, they might want to consider requesting help from either the Youth Commission or high school students looking to satisfy community service requirements.

**Foundation Report:** The Foundation changed their meeting date from January 5<sup>th</sup> to January 12<sup>th</sup>, so their meeting for this month will be covered in our February meeting.

**Library Hours of Operation:** The new Library hours (Tuesday, Wednesday, Friday 10-6; Thursday 10-8 and Saturday 10-4) have been widely advertised and are in operation. Things are running smoothly, and the staff, in general, appears to be pleased with their new schedules.

**Review of Policy Manual:** The ongoing review of Library policies was postponed until the February meeting.

**Board Retreat Planning:** The upcoming 2011 Board retreat will be held February 26<sup>th</sup> at Mary Ellen’s home. It will start at 9:00 with coffee, etc., and continue until the Board has finished – 3:00 or 4:00. Pamela will prepare an agenda, and all Board members are encouraged to weigh in with ideas. Mayor Van Orman and Doug Smith, as well as all City Council members, will be invited to join us for coffee and discussion between 9:00 and 10:00.

#### **Additional Topics:**

**a.** Mary Ellen moved, and Linda seconded, that a new rotating Board of Trustees position be established such that a Board member be responsible for attending City Council meetings (at least once a month). Motion passed. John Loucks will currently fill this position.

**b.** Bob suggested that we consider hosting another open house for the City Council/City administration. Inviting them to our yearly retreat may serve the same purpose – to keep up the conversation.

**c.** The idea of the yearly Board evaluation of the Library Director was discussed. Mary Ellen has emailed copies of previous evaluations to Board members. John contacted Jill Cook, librarian at Liberty Memorial Library of Liberty, Kansas, for a copy of the evaluation form that they use. We are all to review this form for discussion at the February meeting. In discussion, it was felt that a combination of a fixed form with specific questions/criteria to be addressed, and a written assessment in essay form, would be the most equitable way in which to put together a fair and comprehensive evaluation. We were also concerned about the timing of the evaluation; Mary Ellen will discuss this with the Mayor. Currently, the Mayor is in possession of a Library staff evaluation of Pamela, which she will be sharing with Pamela. The Board feels it is important to coordinate all such evaluations.

**d.** In a related discussion, Mary Ellen will try to locate previous State of the Library Board/Library reports that have been presented to the City Council in the past. We will then discuss whether we feel this is a useful practice to continue.

The meeting was adjourned at 8:04 p.m. The next meeting will be February 3<sup>rd</sup> at 6:30 p.m.